



# CITY OF ALLENTOWN

## REQUEST FOR PRE-SALES INSPECTION

Complete this form and return with payment to the Bureau of Building Standards and Safety Office.  
Hours are 8:00 am to 4:30 pm. Application must be received no later than 5 (five) business days from  
the date of offer to sell or listing.

**IF PROPERTY IS BEING SOLD "AS IS" BUYER WILL NEED  
TO SIGN AND NOTARIZE THE ACCEPTANCE FORM**

DATE: \_\_\_\_\_

ADDRESS OF PROPERTY TO BE INSPECTED: \_\_\_\_\_

NUMBER OF UNITS: \_\_\_\_\_

PRIMARY RESIDENCE

☐

YES

☐

NO

NAME & MAILING ADDRESS OF SELLER (OWNER): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME OF CONTACT PERSON & PHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_

REAL ESTATE AGENT & ADDRESS (IF APPLICABLE): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REAL ESTATE AGENT'S PHONE NUMBER (IF APPLICABLE): \_\_\_\_\_

PURCHASER'S NAME & ADDRESS (IF KNOWN): \_\_\_\_\_

\_\_\_\_\_

(OFFICE USE ONLY)

AMOUNT PAID \_\_\_\_\_

RECEIPT # \_\_\_\_\_

PROPERTY ACCOUNT # \_\_\_\_\_

COST OF INSPECTION IS \$100.00, CHECK OR MONEY ORDER, PER PROPERTY, **MONEY IS NON-REFUNDABLE.**  
(THIS INCLUDES (1) REINSPECTION, ADDITIONAL REINSPECTIONS ARE \$35.00 EACH. **PAYMENT AND COMPLETED  
REQUEST FORM MUST BE RECEIVED PRIOR TO INSPECTION - NO EXCEPTIONS.** YOU WILL BE NOTIFIED BY  
PHONE TO ARRANGE FOR AN INSPECTION. PLEASE MAIL COMPLETED FORM WITH PAYMENT TO:

**CITY OF ALLENTOWN**  
BUILDING STANDARDS & SAFETY  
435 HAMILTON STREET - 3RD FLOOR  
ALLENTOWN PA 18101  
**PHONE# 610-437-7694 FAX# 610-437-7693**